

 **SECTION 31. VOUCHERLESS FOR-OTHERS TRAVEL SYSTEM****31.1 GENERAL.**

This section describes the Voucherless For-Others Travel System and the processing procedures for the paying and accountable stations. Voucherless system objectives perform as follows:

a. Eliminate hard copy travel vouchers transferred from paying stations, through DFAS-DE, to accountable stations. In lieu of mailing vouchers as part of the Cycle Report of Vouchers For- and By- Others, RCS HAF-ACF(W) 7112, the data is transferred via communication channels, from paying stations, through DFAS-DE, to accountable stations.

b. Programmatically update DFAS-DE and accountable station records.

31.2 VOUCHERLESS SYSTEM.

See figure 31-1 for system flowchart.

a. The voucherless system includes Air Force for-others travel transactions and uses the [BQ Travel Accounting System](#) to process them. The for-others data is processed at the paying station using MAFR code c voucherless processing frame TV08. The accounting data elements and travel data such as master ADSN, order data, return date, type travel, and funding ADSN are captured in the For-Others File. This file is transmitted to DFAS-DE weekly via File Transfer Protocol (FTP) as the cyclic report of Voucherless Travel For- and By-Others, RCS HAF-ACF(W)8702. See section 77. All other for-others travel transactions, including MTAs and GTRs, are reported under the Cycle Report of Vouchers For- and By-Others, RCS HAF-ACF(W)7112. DFAS-DE extracts required accounting data, sorts cycles received and transmits the data via AUTODIN to accountable stations. Each cycle is programmatically processed to update the accountable station records.

b. The voucherless for-others travel system is subdivided into five functions. The functions, discussed in more detail in paragraphs 31.3 through 31.7, include the following:

(1) Daily processing, validation, and correction of for-others travel transactions by the paying station Travel Processing Center (TPC). See paragraph 31.3.

(2) Reporting voucherless travel transactions to DFAS-DE weekly. See section 77.

(3) Receipt and preedit of travel transactions by accountable stations. See paragraph 31.4.

(4) Validation and preparation of transactions for processing at accountable stations. See paragraph 31.5.

(5) Programmatic processing of transactions and online correction of errors at accountable stations. See paragraphs 31.6 and 31.7.

c. The voucherless system includes special features for new daily and report processing not previously available to accounting and finance. The system provides for the following:

(1) Transfer of automated travel data and for-others payment data using Automated Data Reports Submission System (ADRSS) and Base Level AUTODIN Message Extract System (BLAMES) as communications links between the host Defense Enterprise Computing Center (DECC) and the base Telecommunication Center (TCC). See DFAS-DE 7010.1-R, and DFAS-DE 7220.2-R, respectively.

(2) Online report processing of the RCS HAF-ACF(W)8702 report.

(3) Programmatically addressing and processing accountable station records without manual intervention to post for-others transactions.

(4) A microcomputer interface with the General Accounting Microcomputer Processing System (WINGAMPS) Window based to provide online processing and error correction.

(5) Enhanced error correction procedures by allowing changes to a specific data field without deletion and loss of data already entered.

d. The voucherless travel for- and by-others cycle-IDs transferred from the paying station to DFAS-DE are identified by alpha codes A-E. RCS HAF-ACF(W)8702 cycle-IDs A-E relate to RCS HAF-ACF(W)7112 cycle IDs 1-5.

e. Voucherless Programs. Installations are provided eight primary programs to process voucherless for-others travel transactions (NBQV20, NBQV30, NBQV35, NBQV40, NBQV50, NBQP20, NBQV70, and NBQV80).

(1) Program NBQV20, Voucherless For-Others Audit/Report (ABQV2PUNPL10). Used for editing and reporting voucherless MAFR C transactions for transfer to DFAS-DE. See sections 36 and 77.

(2) Program NBQV30, Voucherless Preedit Program. Used to receive, preedit, and balance the VBQ40VUNDD10 file received from DFAS-DE.

(3) Program NBQV35, Voucherless Edit Program. Used to prepare cycles for processing and produce the Accountable Station Edit List (ABQV3EUNPL10).

(4) Program NBQV40, Voucherless Processing Option Program. Allows users to designate the desired processing method (microcomputer or pseudo), and allows which cycle to process.

(5) Program NBQV50, Voucherless Transaction Reject Program. Provides users with a list (ABQV5UUNPL10) of rejected transactions identified during pseudo processing, and stores rejected transactions in an accessible file (ABQ04#UNDD10) for correction of erroneous data.

(6) Program NBQP20, Voucherless Correction and Update Program. Accessed through the VCHR frame. Provides accountable station users with the capability to correct, add, and delete voucherless transactions.

(7) Program NBQV70, MART Edit/Validation Display. Displays erroneous voucherless transactions on the remote terminal.

(8) Program NBQV80, By-Others Cycle List (ABQV8PUNPL10), provides a list of cycles/transactions for manual processing and or support for rejected transactions.

f. Voucherless Files.

(1) For-Others File (figure 20-16). Used in the system to capture and transfer accounting and travel data to DFAS-DE.

(2) Transaction History File (figure 20-20). Used to capture MAFR code C information required for the TPC's For-Others Daily Audit List (AHGA3LUYPL10).

(3) Transfer File (ABQV2AUNDD20). For-others cycles forwarded to DFAS-DE containing weekly transactions.

(4) In-Process File (ZBQV3KUNDD40). Created as part of end-of-day processing and contains all by-others transactions passing initial edits and balancing factors.

(5) Transaction File (VBQV3#UNDD30). Contains transactions extracted from the In-Process File, which were edited and assigned FSRA/PSRA addresses for processing in the XV04 format.

31.3 PAYING STATION RESPONSIBILITIES.

a. The travel computation section computes the voucherless for-others transactions using for-self voucher computation procedures. Reference DFAS-DE 7010.3-R. The amounts chargeable to each element of expense/investment code (EEIC) are annotated on each travel voucher.

b. To facilitate processing, the travel technician prepares vouchers by underlining the accounting and travel data elements required to process a transaction at the accountable station. For example, the fund code, OAC/OBAN, EEIC, FMS data, job order cost accounting system data, SSN, travel order number, travel dates, advance, and entitlement amounts should be underlined. Although this task is not mandatory, underlining expedites inputting the data and saves processing time.

c. The technician inputs for-others transactions using frame TV08 and the procedures in paragraph 30.32.

d. The next business day, TPC receives the For-Others Daily Audit List (AHGA3LUYPL10) from program NHGA30. The audit list identifies type action code "A" (add), "U" (update), and "D" (delete) voucherless transactions. The travel technician verifies the source document against the transactions on the audit list. Use frame TV08 to correct identified errors.

e. The Reports and Analysis Division schedules program NBQV20. See figure 77-6 for the control record (ABQV2XUNDC10) required to run the program. This program is scheduled concurrently with the RCS HAF-ACF(W)7112 report to meet the reporting schedule in DFAS-DE's "Schedules for Transmission of For-Others Vouchers". The semiannual schedule is usually distributed in March and September as part of the "DFAS-DE Technical Data Bulletin". Reports and Analysis Division has two methods of scheduling this program: either through normal scheduling procedures, which creates output that is normally received the next day, or via the online processor (*GET PROC) frame, which creates output immediately. See paragraphs 20.56 and 20.57 for additional information concerning online program initiation and unsolicited remote messages. Program NBQV20 run unit options are contained in attachment 1. Functions and product listings are as follows:

(1) Function 1, 2, 3, or 4 produces the Voucherless For-Others Audit List (ABQV2PUNPL10). See figure 77-7.

(2) Function 2 or 3 validates transactions against the MART File, and produces the Edit/Validation List (ABQA6LUNPL20). See figure 36-34.

(3) Function 3 creates the RCS HAF-ACF(W)8702 report (see paragraph 77.3.) CAUTION: Any erroneous transactions discovered when running function 1 or 2 must be corrected before running function 3. No corrections or changes to the record are permitted after completion of this function.

(4) Function 4 duplicates function 3 and allows previous cycles to be retransmitted in the event they are not received by DFAS-DE. Retransmissions may be accomplished up to 45 days after the original as-of-date. Records are deleted at this point and no further action is allowed.

f. The Reports and Analysis Division informs the TPC of any MART errors. The travel technician either corrects or deletes the erroneous information/transaction and requests Reports and Analysis Division to rerun NBQV20, function 2, if required.

31.4 RECEIPT AND PREEDIT OF TRANSACTIONS AT THE ACCOUNTABLE STATION.

See figure 31-3, DFAS-DE/Accountable Station Flowchart.

a. Voucherless for-others transactions submitted as RCS HAF-ACF(W)8702 report are processed by DFAS-DE, and routed through AUTODIN to accountable stations as RCS HAF-ACF(W)8702A report.

b. During BQ EOD processing, program NBQV30 (Voucherless Preedit Program) reads and extracts the contents of VBQ40VUNDD10 file, validates the ADSN, balances transactions, and transfers valid data to the In-Process File (ZBQV3KUNDD40). This program may be run independently, if a backlog of cycles exist.

c. The Voucherless Preedit Program (NBQV30):

(1) Check detail records (figure 31-4) against summary records (figure 31-5) received from DFAS-DE, and print the Transmittal Error List (ABQV3TUNPL20), if required. See figure 31-6. This list identifies transactions misrouted to the receiving ADSN. The program also ensures the number of detail transactions and total amount of those transactions equal the summary record predetermined amounts.

(a) Contact DFAS-DE if the ADSN transferred does not match the ADSN assigned and or total transactions, and total dollar amount differ from amount received.

(b) If the base has not implemented **BQ Travel**, but did receive a voucherless cycle that resulted in the TRVL INIT switch error, the base must do the following:

1 Implement **BQ Travel** or request DFAS-DE to initiate action to delete that ADSN as an authorized voucherless base.

2 Manually process the transactions using the information shown on the edit listing. See error code 9, paragraph 31.5.

(c) If the base is using **BQ Travel**, but received the edit error (TRVL INIT SWITCH), it should contact the Field Assistance Branch, DSN 596-5571, for assistance in reinitializing the **BQ Travel** indicator in the accounting and finance control record.

(2) Print the Register of Voucherless Travel Transactions By-Others (ABQV3RUNPL20). See figure 31-7. The register identifies transactions chargeable to the accountable station, and ensures all by-others transactions are processed into the accounting system. Retain the list in accordance with AFI 37-132.

(3) Print the Unprocessed Cycles List (ABQV3UUNPL30). See figure 31-8. This list identifies the cycles/transactions not yet processed into the accounting system. See paragraph 31.6 for processing options.

d. Program NBQV30 transfers the by-others cycles, which are in-balance to the In-Process File (ZBQV3KUNDD40). This file stores the by-others cycles until the Reports and Analysis Division schedules the transaction validation/ edit process.

e. If a retransmission of the Transfer File (ZBQ11VUNDD10) is necessary, contact DFAS-DE operating accountant.

31.5 TRANSACTION VALIDATION AND PREPARATION FOR PROCESSING.

a. The Voucherless Edit Program (NBQV35) is scheduled, as required, to process after normal EOD is completed. No control record information is required. Request run unit option 01 (print all transactions). Normally, this program is scheduled when a new cycle is received through AUTODIN/BLAMES (e.g., upon receipt of a register of voucherless travel transaction by-others). If a cycle is received during the last few days of the month, it is advisable to schedule the

program during the following month to avoid interference with month-end processing/MAFR balancing. The program:

(1) Extracts all cycles in the In-Process File.

(2) Identifies the rejects and applicable error indicator on AFO Edit List (figure 31-9) prior to processing the by-others into the accounting system. The errors are corrected using procedures in paragraph 31.5b.

(a) Error 1--No Matching PSRA/FSRA. The accounting data transferred from the paying station cannot be matched to an address. The travel technician uses the address directory to identify and input the correct addresses.

(b) Error 2--No Travel Order. The travel technician verifies the order number by inquiring the database or by contacting the paying station. The mini travel order data is entered or travel order data is corrected, as applicable.

(c) Error 3--Type Travel Equal "B" or "V". To process the by-others transaction, input the document number of the appropriate obligation record, which is mandatory for type travel "B", and optional for type travel "V".

(d) Error 4--Advance Does Not Match:

1 Advance claimed does not have matching advance on file. **BQ Travel** requires the claimed advance DOV number and DSSN to match the DOV number, and DSSN posted to traveler's record. Use the Open Advance List or an inquiry to update the by-others transaction (change to match information on **BQ**), or the **BQ** record (reverse advance and reenter with the correct information).

2 No advance information on file to create a TT86 (indebtedness). **BQ Travel** requires an advance on file to create an indebtedness (TT86). It cannot create a TT85 (transaction established to match a by-others advance) and a TT86 with the same transaction. To process the transaction, increase the full entitlement amount (add the indebtedness amount) to equal the advance claimed amount. The processed transaction generates a net pay amount of zero and establishes a TT85. The by-others advance transaction closes the TT85. Control the original due US indebtedness by establishing a TT14 (indebtedness other than an overpayment of an advance).

3 By-others collection transaction (TT16) does not have any advance claimed information; however, traveler's **BQ Travel** record

has a TT11 (advance) or 86 (indebtedness) detail. To process the transaction, input the advance/indebtedness claimed information.

4 By-others collection transaction (TT16) has advance claimed information; however, it does not match the DOV number and or DSSN on file. Use an inquiry or the Open Advance List to determine the correct data and update the transaction file or [BQ Travel](#) record.

(e) [Error 5](#)--Transaction Out-of-Balance. The entitlement amount does not equal the net amount, plus or minus advances claimed. The amount information was lost or garbled during DFAS-DE transmission. To process the transaction, a monetary adjustment is required; however, the net amount cannot be adjusted.

(f) [Error 6](#)--AFO not on [BQ Travel](#). When accountable station is not in [BQ Travel](#), the program produces an edit list for each transaction. The accountable station must manually input transactions to update accounting records.

(g) [Error 7](#)--TT17 Does not Balance. TT17 is used by the paying station to record credit against an appropriation. Advances claimed minus the net amount do not equal the total entitlement amount. The amount information was lost or garbled during DFAS-DE transmission. A monetary adjustment is required to process the transaction. However, the net amount cannot be adjusted.

(h) [Error 8](#)--Date Error (BEG, END, ORD, RET). Beginning and ending travel dates, or mini-order dates are in error and must be corrected.

(i) [MGT Note 9](#)--TR Data Present. This notice informs the accountable station that GTR/MTA/GBL number and amount is included on the transaction. The technician should use this information to establish an obligation on TOBL, if it has not previously been established.

(3) Formats the transactions in the correct XV04 format and assigns the applicable FSRA and PSRA addresses. Special processing applies to prior year appropriations. As part of yearend processing, files are created containing travel accounting data both before year-end conversion and after yearend conversion. The accounting data, which applies after yearend conversion includes changes that were made to the RC/CC and EEIC. Using these two sets of data, the program converts the incoming voucherless data before (preyearend structure) to the past yearend structure. The converted data is used to assign PSRAs and FSRAs.

(4) Transfers the by-others transactions to the transaction file.

(5) Provides a key number cross-reference list on the AFO Edit List - Part II to assist accountable stations in researching transaction error conditions. See figure 31-9.

(6) Identifies fund code 68 transactions to assist accountable stations in deobligation of transaction amounts processed against a particular AF Form 406, Miscellaneous Obligation/Reimbursement Document. See figure 31-15.

b. Corrections. Use the Accountable AFO Edit List or Reject List and or research material to correct transactions prior to processing. The method depends on the transaction processing option selected. See paragraph 31-6.

(1) Online Processor. Transactions may be corrected online using program NBQP20. Follow the procedures shown in figure 31-10 using the VCHR frame. To display the frame, enter *GET VCHR.

NOTE: After inquiring the record, make the needed corrections or delete information using slash logic (/////).

(2) Microcomputers. If online procedures are not used to correct rejects, the accountable station may correct the error using WINGAMPS procedures. After executing program NBQV40 (paragraph 31.6a(1)), follow microprocessing instructions in paragraph 31.6c.

c. By-Others Cycle List. Program NBQV80 provides accountable stations an option to produce a list of unprocessed transactions by cycle or cycle/line number (figure 31-11). There are two methods available to accomplish this: schedule the program using normal scheduling procedures, or schedule the program online through program NBQP10 for an immediate response. Initiate program NBQP10 using the online processor (PROC) as outlined in paragraph 20.53. Run option "01" produces a printed list of the requested data. Run option "02" transmits the requested data to the terminal screen. Use the list (figure 31-12) for reviewing the by-others cycle/transactions, or as supporting documentation for transactions, which must be rejected back to DFAS-DE.

d. Rejected By-Others Transactions. Process rejected transactions using the following procedures:

(1) Travel prepares AF Form 1543, Advice of Rejection, as prescribed in DFAS-DE 7010.1-R. Annotate the DFAS-DE compressed 6-digit voucher number on AF Form 1543.

(2) By-others voucher copies are not available. Therefore, attach a copy of the Accountable AFO Edit List (figure 31-9) or By-Others Cycle List (figure 31-12) to AF Form 1543 to support the rejected transactions.

(3) Delete the rejected transaction from the transaction file using program NBQP20 through VCHR frame as shown in figure 31-10.

31.6 PROGRAMMATIC TRANSACTION PROCESSING AND ONLINE CORRECTIONS.

Erroneous transactions should be researched, corrected, and FSRA/PSRA addresses added prior to processing cycles. When FSRA/PSRA addresses are added manually, the EEIC should be deleted and the MAFR code should be validated and corrected as necessary, prior to processing the transaction. The EEIC is provided for information purposes only, and the transaction will not process if the EEIC in the input does not agree exactly with the EEIC included in the address. After correcting errors, the cycles are ready for processing and updating the BQ and BQ Travel systems. Through the Voucherless Processing Option Program (NBQV40), the users have the flexibility of choosing either the pseudo or microprocessing method. The method selected depends on the processing turnaround time, volume of transactions, and equipment availability. See paragraphs 31.6b and 31.6c for a summary of advantages/disadvantages of each method.

a. Program NBQV40 extracts specified cycles from the transaction file, and allows accountable stations to process each cycle through the pseudo or microprocessing method.

(1) Initiate program (RUNID) NBQV40 with run unit, option 01, using the online processor (PROC) as outlined in paragraph 20.53, and the control record shown in figure 31-13.

(2) After program NBQV40 extracts the cycles/transactions from the transaction file and creates the transaction restart file, and the appropriate pseudo or micro file, the program sends a message indicator back to the initiating terminal. Normally, the message is received within 1-2 minutes. Once the message indicator is received, the technician uses procedures in paragraph 20.51 to display a message similar to the following:

(a) Pseudo File (ABQV4*UNDD10) created for cycle-IDs (displays cycles selected). Total records extracted for cycle XXX -- XXXXX. Grand Total = XXXXX. The asterisk represents the AFO-ID (A through J). For example, A = AFO-ID 0, B = AFO-ID 1, etc.

(b) Micro File (ABQV4*UNDD10) created for cycle-IDs (displays cycles selected). Total records extracted for cycle XXX = XXXXX.

Grand Total = XXXXX. The asterisk represents the AFO-ID (K through T). For example, K = AFO-ID 0, L = AFO-ID 1, etc.

(3) Upon receipt of the message indicating that the pseudo or micro file has been created, the database will be updated by the processing method selected.

b. Pseudo Method.

(1) Use the method when there is a large volume of transactions, immediate processing is not required (e.g., overnight processing is adequate), or microprocessing capabilities do not exist.

(2) The Reports and Analysis Division schedules program NBQV40, which will run pseudo using the disk file (ABQV4*UNDD10).

(3) During pseudo processing, rejects are captured in a transaction reject file. The Voucherless Transaction Reject Program (NBQV50) extracts the rejected transactions and performs the following functions:

(a) Formats the Reject List (figure 31-14) which identifies transactions rejected during pseudo processing.

(b) Sends the Reject List to the terminal used to schedule NBQV40 and provides an immediate indication of rejected transactions.

(c) Places the rejected transactions in the Transaction File (VBQV3#UNDD30) for corrective action using VCHR frame and reprocess transactions using program NBQV40. If the corrections are input directly online, rerun program NBQV40 to delete those records from the transaction file. Delete the file created from the second run of NBQV40, so the pseudo will not run.

c. Micro Method.

(1) Use this method when there is a small volume of transactions and or immediate processing/feedback is required of the Window based General Accounting Microprocessing System (WINGAMPS32).

(a) Process NBQV30 and NBQV35 as indicated.

(b) Start NBQV40 in TIPS using the PROC frame. Be sure to place an "M" for the Micro Processing in the first position of the control record. Refer to figure 31-13.

(c) NBQV40 will produce a Micro Processing file (ABQV4#UNDD10).

(d) FTP the file to WINGAMPS32 and run one of the following options.

1 Option A (Single) - Allow the user to display one transaction at a time, sending it to the host for processing. The transaction can be modified in WINMOOPS32 prior to transmission. This is a desirable method of correcting and processing small files of rejects from the option B process.

2 Option B (Batch) - Processes entire file of transactions without operator intervention. The process provides a date time filename.LST (08101400.LST) file, which provides information on all transactions processed. It also provides a filename.DAT (08101400.DAT) file, which contains only the input image of the transactions which rejected. This file can be used in option A to correct and retransmit the transaction. It can be used WINMOOPS32 option A to be correct and reprocess images using option A or B of WINGAMPS32.

(2) NBQPV0, NBQV50, and NBQV80 are not required when the MICRO method is selected.

d. Restart Procedures.

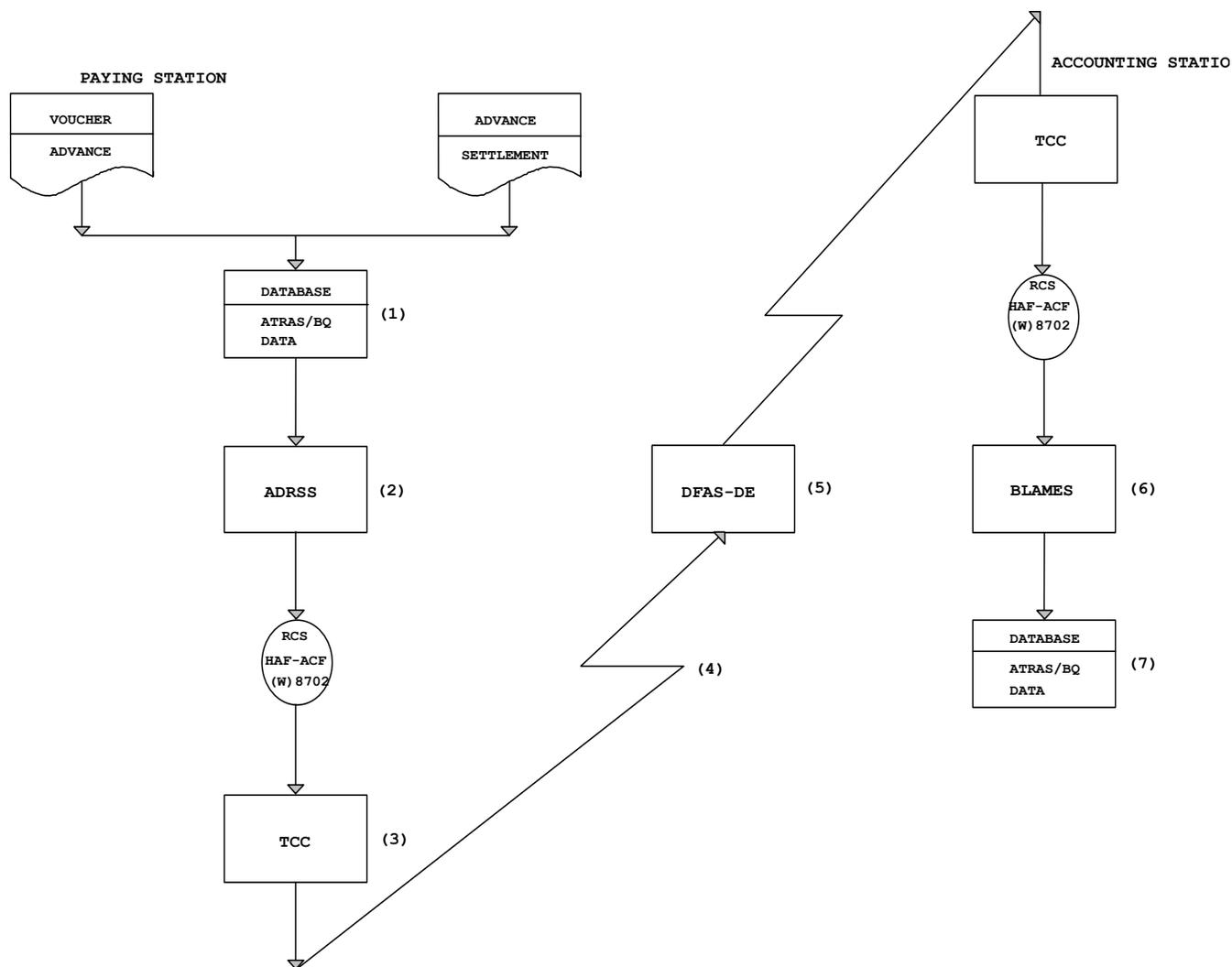
(1) After program NBQV40 extracts selected cycles, they are deleted from the Transaction File and copied to the Transaction Restart File where they remain until another cycle is processed through program NBQV40.

(2) If necessary, these cycles may be reprocessed from the Transaction Restart File by executing NBQV40 with the restart option included on the control record shown in figure 31-13. For example, "R" in position 43.

31.7 VOUCHERLESS BY-OTHERS REGISTER BALANCING AND ACKNOWLEDGMENT.

a. Balance the voucherless DFAS-DE register using the same procedures required to balance the RCS HAF-ACF(W)7112 report. See paragraph 27.5.

b. Procedures for acknowledging receipt of the voucherless by-others cycle are in section 77.



NOTE 1: Paying station captures **BQ Travel** and BQ data using TV08.

NOTE 2: Automated Data Reports Submission System (ADRSS).

NOTE 3: Telecommunication Center (TCC).

NOTE 4: For-Others File transmitted to DFAS-DE weekly as Cyclic Report of Voucherless Travel For- and By-Others, RCS HAF-ACF (W)8702.

NOTE 5: DFAS-DE edits, balances, and updates departmental records for retransmission via AUTODIN to accountable station.

NOTE 6: Base-Level AUTODIN Message Extract System (BLAMES).

NOTE 7: By-others file from DFAS-DE processed against accountable station accounting records. Matching records are programmatically updated.

Figure 31-1. Voucherless Processing.

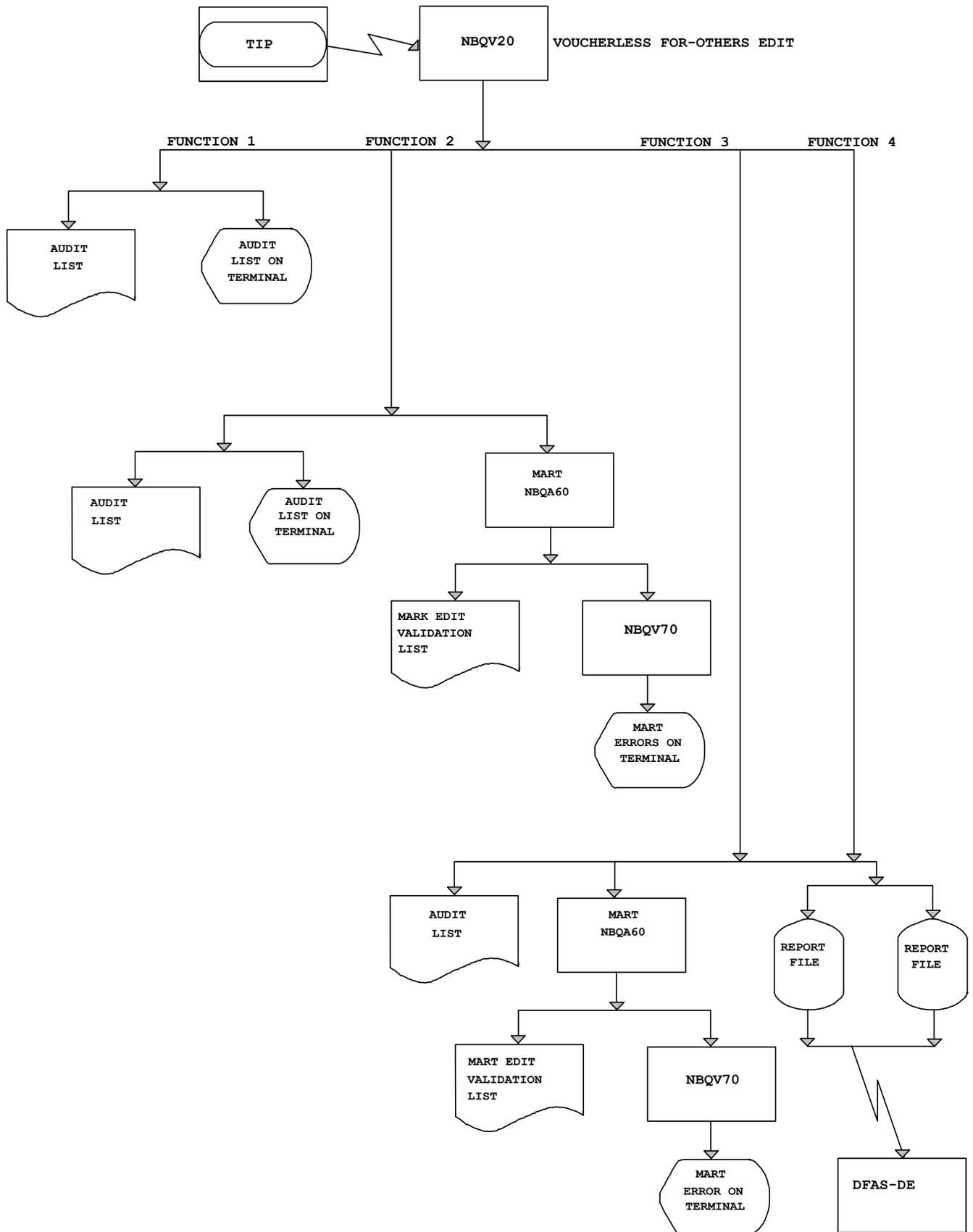


Figure 31-2. Paying Station Flowchart.

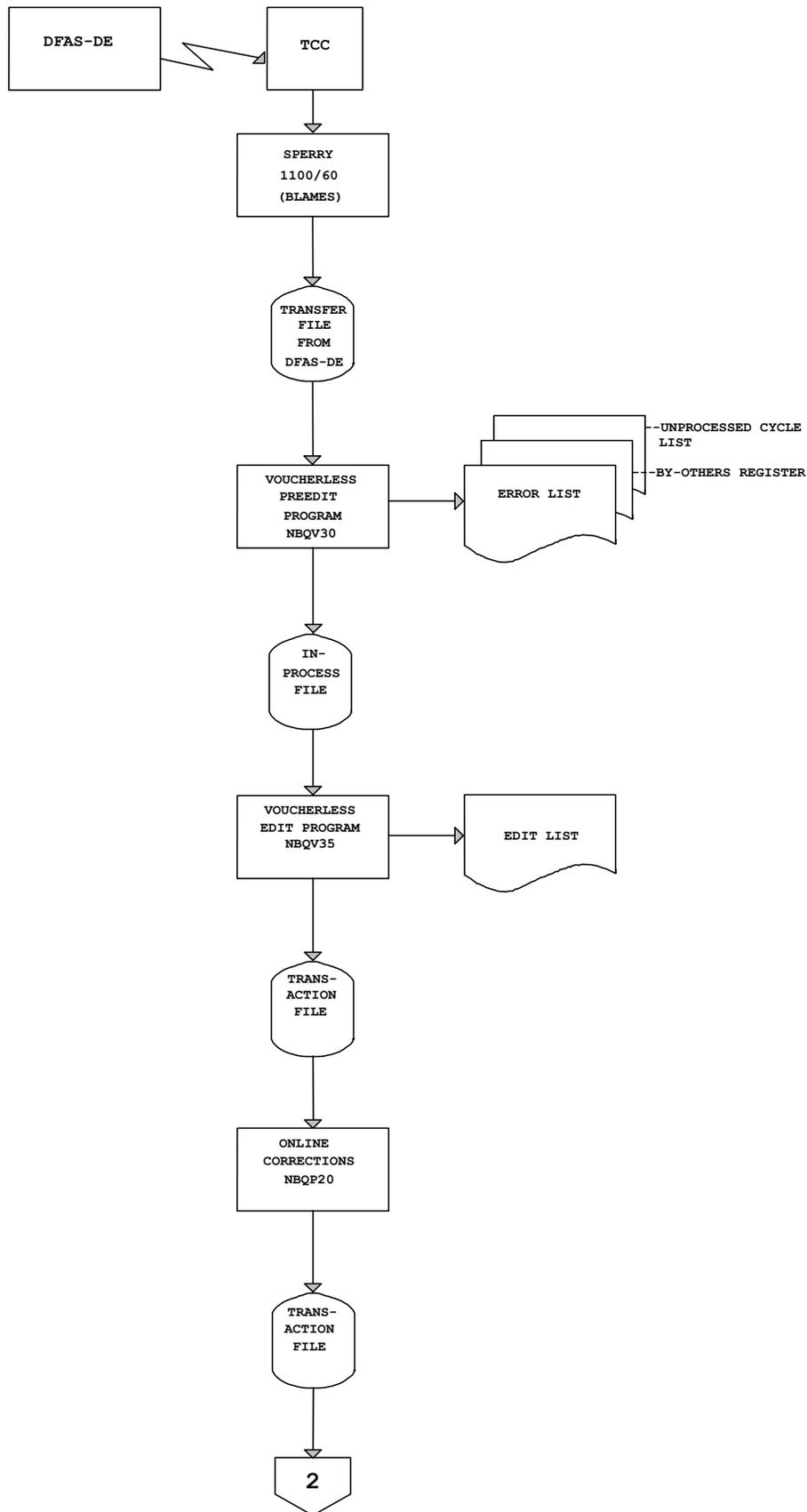


Figure 31-3. DFAS-DE/Accountable Station Flowchart.

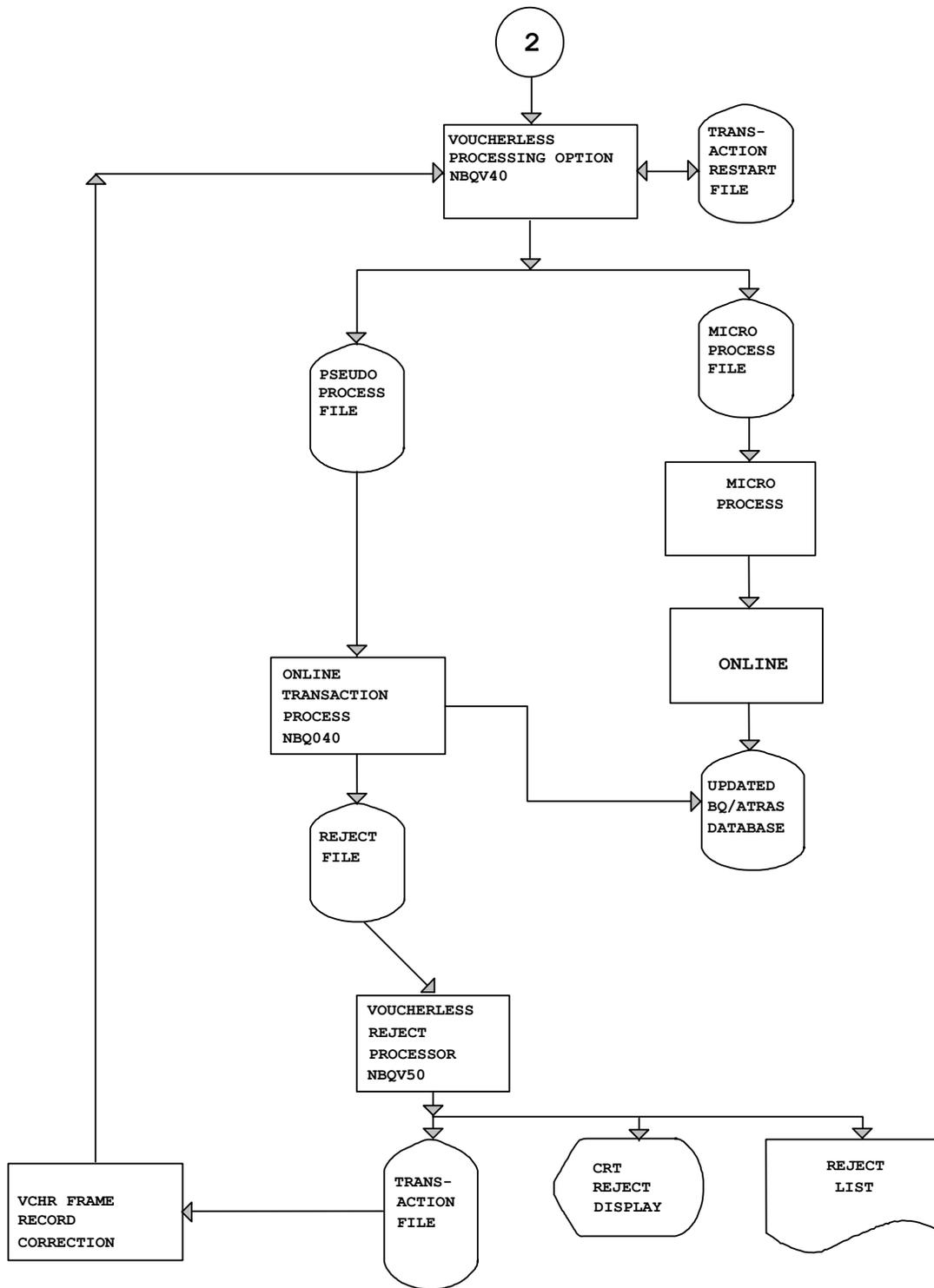


Figure 31-3. DFAS-DE/Accountable Station Flowchart. (Cont'd)

DETAIL RECORD FORMAT

<u>DATA NAME</u>	<u>ELEMENT LENGTH</u>	<u>RECORD POSITION</u>	<u>TYPE DATA</u>	<u>REMARKS</u>
FILLER	11	1-11	AN	
FC	2	12-13	AN	
FILLER	1	14	AN	
FY	1	15	AN	
OAC	2	16-17	AN	
FILLER	1	18	AN	
FMS-LINE	3	19-21	AN	
BPAC-MFP	6	22-27	AN	
FUND-ADSN	6	28-33	AN	
NET-AMT	11	34-44	AN	
FILLER	13	45-57	AN	
DOV-NBR-DFAS	6	58-63	AN	
FILLER	3	64-66	AN	
DTE-RPT	3	67-69	N	
PAY-ADSN	6	70-75	N	
MAFR	1	76	A	
FILLER	2	77-78	AN	
CYCLE-ID	1	79	AN	
FILLER	1	80	AN	
FILLER	14	81-94	AN	
SSN	9	95-103	N	TF-SSN (TRAVELER SSN)
TT	2	104-105	N	TF-TT (TYPE TRANSACTION)
ORDR-NBR	8	106-113	AN	TF-ORDR-NBR. LEFT-JUSTIFY
OBAN	2	114-115	AN	TF-OBAN
RCCC	6	116-121	AN	TF-RCCC
ESP	2	122-123	AN	TF-ESP
TYPE-TRVL	1	124	A	TF-TYPE-TRVL
DOV-NBR	8	125-132	AN	TF-DOV-NBR
ORD-DATA	8	133-140	AN	TF-ORD-DATA
DUE-US	8	141-148	N	TF-DUE-US
REMARKS	40	149-188	AN	TF-REMARKS
DTE-BEGIN	6	189-194	N	TF-DTE-BEGIN
DTE-END	6	195-200	N	TF-DTE-END
ENTITL	52	201-252	N	TF-ENTITL
ADV-CLAIM	200	253-452	AN	TF-ADV-CLAIM
FILLER	28	453-480	AN	UNUSED

NOTE 1: Record size 480, fixed length record.

NOTE 2: The first 80 positions of this record are established for DFAS-DE.

SUMMARY RECORD FORMAT
(PROGRAMS NBQV20 AND NBQV30)

<u>ENTRY</u>	<u>POSITIONS</u>
SR (Summary Record)	1-2
Filler	3-27
Filler-NBQV20 Funding ADSN-NBQV30	28-33
Total Dollar Amount	34-44
Filler	45-46
Filler	47-49
Filler	50
Total Line Item Count	51-54
Filler	55-66
As of Date	67-69
Paying DSSN-NBQV20 Filler-NBQV30	70-76
MAFR Code-Filler-Cycle-ID-NBQV20 Cycle-ID (Right-Justified)-NBQV30	77-79
Filler	80-480

This record will be last on file sent to DFAS-DE and to accountable AFO.

CYCLE B01

ADSN	LINE NUMBER COUNT		AMOUNT		ERROR CODE
	EXPECTED	RECEIVED	EXPECTED	RECEIVED	
594200	0010	0001	\$200.00	\$200.00	2 3

CYCLE B02

ADSN	LINE NUMBER COUNT		AMOUNT		ERROR CODE
	EXPECTED	RECEIVED	EXPECTED	RECEIVED	
594200	0010	0001	\$290.00	\$200.00	2

ERROR CODE EXPLANATIONS:

- * 1. INVALID ADSN - ADSN TRANSFERRED FROM DFAS-DE DOES NOT MATCH ADSN ASSIGNED TO THIS STATION.
- 2. LINE COUNT ERROR - TOTAL TRANSACTIONS TRANSFERRED DOES NOT MATCH TOTAL TRANSACTIONS EXPECTED.
- 3. AMOUNT OUT OF BALANCE - TOTAL DOLLAR AMOUNT TRANSFERRED DOES NOT MATCH TOTAL DOLLAR AMOUNT EXPECTED.

Figure 31-6. Transmittal Error List.

TRANSMITTAL ERROR LIST

1. Content of List. Identified error (ADSN, line count, dollar amount, [BQ Travel](#) switch).

a. Heading. The computer prints the date prepared, report title, and as-of-date on the heading line.

b. Column Headings.

(1) Cycle-ID. By-Others Cycle Identification Number.

(2) ADSN. Accounting and Disbursing Station Number.

(3) Line Number Count (Expected and Received). Line count expected and line count actually received.

(4) Amount (Expected and Received). Dollar amount expected and dollar amount actually received.

(5) Error Code. Identifies the applicable error code.

(6) Error Code Explanation.

(a) ADSN transferred from DFAS-DE does not match ADSN assigned to this station.

(b) Total transactions transferred does not match total line count received.

(c) Total dollar amount transferred does not match total dollar amount received.

(d) Automated Travel Record/Accounting System switch is off. The switch must be turned on to process the cycle.

2. Data Content. By-others cycle identification, ADSN, line count, and dollar amount.

3. Sequence. Chronological.

4. Distribution. The Reports and Analysis Division retains the original list until DFAS-DE retransmits, acknowledges transfer to the correct ADSN, and or the [BQ Travel](#) switch is turned on.

PREPARED 01 NOV 03
 TO ACCT STATION 503600
 AFO ID: 0 CYCLE: ZD2

REGISTER OF VOUCHERLESS TRAVEL TRANSACTIONS BY-OTHERS
 RCS HAF-ACFW8702A

AS OF 01 NOV 03

PCN SH069-V32

LINE NO	DSSN	APPROPRIATIONS	P Y OAC	PROJ/SP MFP/BPAC	MSTR CASE	CNC	CC	FMS LINE	DOV NO	SSN	AMOUNT
0001	661600	57 23400	54	03					T05926	475764230	\$5,532.00-
0002	676100	57 23400	54	03					CT0935	563130740	\$1,359.00-
0003	676100	57 23400	54	03					T13823	563130740	\$0.00
										OAC TOTAL -	\$6,891.00
										PROJ/SP/MFP TOTAL -	\$6,891.00
										APPROP TOTAL -	\$6,891.00
0004	503000	57 33400	43	A8					T04641	293581825	\$94.28
0005	503000	57 33400	43	A8					T11404	296804083	\$117.56
0006	503000	57 33400	43	A8					T20253	440720453	\$650.00
0007	503000	57 33400	43	A8					T08528	563117777	\$785.00
0008	503000	57 33400	43	A8					T13217	069346958	\$624.00
0009	503000	57 33400	43	A8					T07742	060565861	\$1,450.00
0010	503000	57 33400	43	A8					T03597	501724618	\$225.00
										OAC TOTAL -	\$3,945.84

Figure 31-7. Register of Voucherless Travel Transactions By-Others.

REGISTER OF VOUCHERLESS TRAVEL TRANSACTIONS BY-OTHERS

1. Content of List. The list contains by-others voucherless travel transactions for the applicable cycle.

a. Heading. The computer prints the date prepared, report title, as-of-date, and product control number on the first heading line. The second heading line has the AFO code and the cycle identifier.

b. Column Headings.

(1) Line No. Cycle Line Number.

(2) DSSN. Disbursing Station Symbol Number.

(3) Approp Limit. Accountable station appropriation and limit.

(4) OAC. Operating Agency Code.

(5) Proj/SP/MFP/BPAC. Project/Sub-Project, Major Force Program, and Budget Program Activity Code.

(6) Mstr Case. FMS Master Case Code.

(7) CNC. FMS Contract/Noncontract Code.

(8) CC. FMS Country Code.

(9) FMS Line. FMS Line Number.

(10) DOV No. Disbursing Office Voucher Number.

(11) Amount. Voucher Amounts, Appropriation Total, Proj/SP/ MFP Total, and Total of Net Disbursements.

2. Data Content. Voucherless travel voucher data.

3. Sequence. Appropriation, Project/Sub-Project/Major Force Program within Operating Agency Code.

4. Distribution. The Reports and Analysis Division retains the Register of Voucherless Travel Transactions By-Others List.

5. Audit Requirements. The Reports and Analysis Division verifies the register to ensure all by-others transactions have been properly processed into the accounting system.

Figure 31-7. Register of Voucherless Travel Transactions By-Others.
(Cont'd)

PREPARED: 01 JUN 13 18:05

UNPROCESSED CYCLES

AS OF: 01 JUN 13 PCN SH069-V33

TO ACCT STATION 525300

RCS HAF-ACFW8702A

AFO CODE: 0

CYCLE ID	RECORD COUNT	SOURCE FILE
-----	-----	-----
ZJ4	1	TRANSACTION
ZL1	5	TRANSACTION
ZL2	255	TRANSACTION
ZL3	176	TRANSACTION
ZL4	340	TRANSACTION
ZL5	193	TRANSACTION

THE FOLLOWING PROGRAM(S) AND VERSION DATE(S) WERE USED IN CREATING THIS REPORT :

NBQV300UABS0- 980226

Figure 31-8. Unprocessed Cycles.

UNPROCESSED CYCLES

1. Content of List. The list contains the Cycle-ID, Record Count, Amount, and Source File.

a. Heading. The computer prints the date prepared, report title, and as-of-date on the first heading line. The second heading line has the AFO code.

b. Column Heading.

(1) Cycle-ID. By-Others Cycle Identification Number.

(2) Record Count. Identifies total transaction count of the cycle.

(3) Source File. Identifies In-Processing or Transaction File.

2. Data Content. Unprocessed Cycles, Key Number, and Total Count.

3. Sequence. The unprocessed cycle information is generated from two different files (In-Processing File and Transaction File) chronologically.

4. Distribution. Retained in the Reports and Analysis Division until a new list is received.

PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552A)

PREPARED 02 FEB 06 20:53 ACCOUNTABLE AFO EDIT LISTING - PART I PCN SH069-V34

 AFO ID: 0 CYCLE ID: 1E0 LINE NO: 0006 MICRO NO: 0006 KEY NO: 000006 . - - ERRORS AND NOTICES - -
 .
 TYP ACTION: A SSN: 220703124 TRVL ORD NO: D09767 .
 TYP TRAN: 12 DOV NO: TM020426 MAFR CODE: A .
 BEG TRVL: 98JUN07 END TRVL: 98JUL08 BY-OTHERS CODE: O .
 FC/FY: 2X3 OAC/OBAN: 7221 BPAC: RC/CC: 3W5485 MFP: B8 .
 ESP: FMS LINE: PAY DSSB: 5030 .
 NET AMT: \$5,841.50 DUE US AMT: .
 ENTITLEMENTS .
 FSRA PSRA EEIC AMOUNT CYCLE TRN DTE FSRA PSRA EEIC AMOUNT CYCLE TRN DTE .
 002232 A00012 409 \$5,841.50 1E0 0006 .
 .
 FCN/616 NO: SUB SMA: IBP: .
 CSI: CD: ORDER DATA: .
 PDSC: TR NO: AMOUNT: TR NO: AMOUNT: .
 ADVANCES CLAIMED .
 FSRA PSRA DOV NO DSSN AMOUNT FSRA PSRA DOV NO DSSN AMOUNT .
 .
 MASTER RECORD/TVL ORDER .
 REC TYPE: NAME: NAME ID: BR SVC: .
 MAST ADSN: ORD DATE: RET DATE: .
 TYPE TRVL: T FUND ADSN: 503000 .

Figure 31-9. Accountable AFO Edit List - Part I and Part II.

PREPARED 01 NOV 03

ACCOUNTABLE AFO EDIT LIST - PART II

PCN SH069-V34

OAC/OBAN	SOCIAL SECURITY NO	TYPE	TRANS	KEY NO
6594	455215377	12		003192
6594	455215377	12		003193
6594	455215377	12		003194
6594	459941772	12		003195
6594	459941772	12		003196
6594	459941772	12		003197
6594	459941772	12		003198
6594	471564869	12		003199
6594	471564869	12		003200
6594	471564869	12		003201
6594	471564869	12		003202
6594	471564869	12		003203

PCN SH069-V34

END PAGE 22

Figure 31-9. Accountable AFO Edit List - Part I and Part II. (Cont'd)

ACCOUNTABLE AFO EDIT LIST

1. Content of List. The list identifies the transferred data elements for a particular transaction.

a. Heading. The heading line contains the date prepared, title, and product control number. The second heading line has AFO code, cycle identification, line number, micro number, key record position, and error code.

b. Data Element Descriptions.

- (1) Ordr No. Travel Order Number.
- (2) TA. Type Action.
- (3) FC/FY. Fund Code/Fiscal Year.
- (4) ESP. Emergency and Special Programs Code.
- (5) Due Amount. Due US Amount.
- (6) Type Trans. Type Transaction.
- (7) OAC/OBAN. Operation Agency Code and Operating Budget Account Number.
- (8) Ordr Data. Job Order Cost Accounting System Order Number.
- (9) Trans Date. Transaction Date.
- (10) DOV No. Disbursing Office Voucher Number.
- (11) BPAC. Budget Program Activity Code.
- (12) FMS Line No. FMS Line Item Code.
- (13) Type Trvl. Type Travel.
- (14) SSN. Social Security Number.
- (15) RCCC. Responsibility Center/Cost Center.
- (16) PC. Processing Center.
- (17) DSSN. Disbursing Station Symbol Number.
- (18) Begin Trvl. Beginning Travel Date.
- (19) End Trvl. Ending Travel Date.

Figure 31-9. Accountable AFO Edit List - Part I and Part II.
(Cont'd)

- (20) MFP. Major Force Program.
 - (21) ADSN. Accounting and Disbursing Station Number.
 - (22) IBP. International Balance of Payments.
 - (23) Net Amt. Net Amount of Voucher.
 - (24) Entitlements. Element of Expense Investment Code and the Entitlement Amount.
 - (25) Claimed Advances. Advance Voucher Number, DSSN, and Amount of the Advance.
2. Data Content. Voucherless travel transaction data.
 3. Sequence. Chronological.
 4. Distribution. The Reports and Analysis Division retains the original list until corrections are made. A copy is forwarded to the travel technician for error correction. If transactions are being rejected to DFAS-DE, attach a copy to AF Form 1543. All other copies may be distributed as determined locally.

Figure 31-9. Accountable AFO Edit List - Part I and Part II.
(Cont'd)

AFO []	OPTION []	(A)DD	(D)ELETE	(I)NQUIRE	(M)ODIFY	(N)EXT	REC KEY []	[]		
TYPE ACTION []		SSN []				TRVL ORDER NBR []		[]		
TYPE TRANS []		DOV NUMBER []				MAFR CODE []		[]		
BEGIN TRAVEL []		END TRAVEL []				BY-OTHERS CODE []		[]		
	FSRA []	PSRA []	EEIC []	AMOUNT []	CYCLE NBR []	ADV DSSN []	TRANS DATE []	[]		
	[]	[]	[]	[]	[]	[]	[]	[]		
	[]	[]	[]	[]	[]	[]	[]	[]		
DOCUMENT NBR []		SUB PC []				IBP CODE []		[]		
CSI []		COST DESCPTR []				ORDER DATA []		[]		
REMARKS []						SUSPENSE DATE []		[]		
				ADVANCES CLAIMED						
	FSRA []	PSRA []	ADV DOV []	DSSN []	AMOUNT []	FSRA []	PSRA []	ADV DOV []	DSSN []	AMOUNT []
	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
TYPE TRAVEL []										XMIT []
VERS=		MSG=								

NOTE 1: The AFO, option, and record key fields must be completed for all transactions.

NOTE 2: AFO Field: Enter AFO-ID (0 through 9).

NOTE 3: Option Field: Enter "A" (add record), "D" (delete record), "I" (inquire record), "M" (modify/update record), or "N" (display next record).

NOTE 4: Record Key Field: Enter the by-others transaction record key number. Obtain this number from:

a. Edit List (ABQV3EUNPL10).

(1) Part I - Identifies record key number of a transaction listed. This list is a result of the Voucherless Edit Program (NBQV35), and identifies edit errors resulting from the program. See figure 31-9.

(2) Part II - Provides a key number cross-reference list to assist accountable stations in researching transaction error conditions. See figure 31-9.

b. Reject List (ABQV5UUNPL10). Identifies record key number of each transaction rejected during pseudo processing. See figure 31-14.

NOTE 5: Remarks Field. Identifies GTR/MTA/GBL number and amount, if applicable. The TR information can be used to establish an obligation on TV04 or TOBL frame, if not previously done.

Figure 31-10. VCHR Frame.

NOTE 6: To add a record, enter AFO, option "A", and all other data required and transmit. The record must be added to the end of the file; it cannot be entered between existing records. For example, if

the file has a total of 43 existing records, a new record must be added as record key number 44. All amount fields must be right-justified.

NOTE 7: To delete a record, enter AFO, option "D", and record key number. Move cursor past record key number to transmit.

NOTE 8: To inquire a record, enter AFO, option "I", and record key number. Move cursor past record key number to transmit.

NOTE 9: To modify a record, it is necessary to first inquire the record (option "I"). When the requested transaction is displayed, change the option to "M" and modify, or update all information requiring changes. All amount fields must be right-justified. Data is retained on the record unless actually deleted using slash logic (////) in the portion of the field to be deleted.

Figure 31-10. VCHR Frame. (Cont'd)

TITLE: BY-OTHERS CYCLE LIST

FILE-ID: ABQV8XUNDC10

<u>DESCRIPTION</u>	<u>POSITIONS</u>	<u>SPECIAL INSTRUCTIONS</u>
AFO-ID	1	
1st Cycle-ID	2-4	See note 1.
	5-8	See note 2.
	9	See notes 4 and 5.
	10-13	See note 3.
	14	See note 5.
	15-18	See note 3.
	19	See notes 4 and 5.
	20-23	See note 3.
2nd Cycle-ID	24-26	
	27-45	Same breakdown as 1st cycle.
3rd Cycle-ID	46-48	
	49-67	Same breakdown as 1st cycle.
	68-80	Blank.

NOTE 1: An entry of "ALL" will select entire transaction file. This can be accomplished only on run option 01, which prints the requested data. If specific cycles are requested, they must be listed in numerical order. For example, 1st cycle-ID - ZA1, 2nd cycle-ID - ZA2, and 3rd cycle-ID - ZA3.

NOTE 2: Enter first line number selected in cycle (e.g., 0001). If all line numbers within a cycle are needed, enter "ALL". You cannot select "ALL" line numbers for one cycle, and identify specific line numbers for other cycles. Enter "ALL" for each cycle or identify line number for each cycle.

NOTE 3: Enter additional or last line number selected in cycle (e.g., 0009). Line numbers must be entered in numerical order. No more than 13 records may be displayed on the screen each time the program is processed (run option 02). However, all records may be printed using run option 01.

Figure 31-11. Control Record--By-Others Cycle List (Program NBQV80).

NOTE 4: An entry of "-" will select line numbers XXXX-4444, inclusive.

NOTE 5: An entry of "," indicates additional line numbers will be selected. If blank, no additional line numbers may be selected for this cycle.

Figure 31-11. Control Record--By-Others Cycle List (Program NBQV80).
(Cont'd)

PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552A)

PREPARED 02 AUG 30 17:35

BY-OTHERS CYCLE LIST (PA)

PCN SH069-V81

AFO: 0 CYCLE: 1E0 LIST NO: 0043 MICRO NO: 00003 REC KEY: 000918
 TYP ACTION: A SSN: 111111111 TVL ORDER NO: T48353
 TYPE TRANS: 12 DOV NO: TA095460
 BEG TRVL: 98SEP01 END TRVL: 98SEP04

ENTITLEMENTS						
FSRA	PSRA	EEIC	AMOUNT	CYCLE NBR	ADV DSSN	TRANS DATE
060885	705006	409	\$100.00	1E0 0043		2242

DOC NO: SUB SMA: IBP:
 CSI: CD: ORDER DATA:
 REMARKS: SUSPENSE DATA:

ADVANCES CLAIMED									
FSRA	PSRA	DOV	DSSN	AMOUNT	FSRA	PSRA	DOV	DSSN	AMOUNT

TYPE-TRVL: T

Figure 31-12. By-Others Cycle List (Program NBQV80).

BY-OTHERS CYCLE LIST

1. Content of List. This optional list identifies detail BQ Travel data and addresses of by-others transactions within each cycle.

a. Heading. The heading line contains the date prepared, title, and product control number. The second heading line has the AFO code and cycle identification code.

b. Data Element Descriptions. See table 30-5.

- (1) Key No. Record key number within the cycle.
- (2) Micro No. Relative line number of transactions in the file. Identifies the position of the transaction within the cycle.
- (3) Cycle Line No. Cycle Line Number assigned by DFAS-DE. Effective date.
- (4) SSN. Social Security Number.
- (5) Trvl Order Nbr. Travel Order Number.
- (6) Doc No. A number assigned to miscellaneous document. For example, AF Form 406 or AF Form 616.
- (7) DOV Nbr. Disbursing Office Voucher Number.
- (8) Ordrr Data. Job Order Cost Accounting System Order Number.
- (9) IBP Code. International Balance of Payment Code.
- (10) By-Others Code. By-Others Code "O" (Alpha).
- (11) Ct Descptr. Cost Descriptor.
- (12) Type-Act. Type Action Code.
- (13) Typ Tran. Type Transaction.
- (14) Type Trvl. Type Travel.
- (15) MAFR. MAFR Code.
- (16) End Tvl. Ending Travel Date.
- (17) Begin Tvl. Beginning Travel Date.
- (18) PC. Subsidiary Technician Code.
- (19) CSI. Cost System Indicator Code.

Figure 31-12. By-Others Cycle List (Program NBQV80). (Cont'd)

- (20) FSRA. Fund Summary Record Address.
 - (21) PSRA. Program Summary Record Address.
 - (22) EEIC. Element of Expense Investment Code.
 - (23) Amount. Entitlement Amount.
 - (24) Cycle NBR. Cycle and Line Number.
 - (25) ADV DSSN. Paying Disbursing Station Symbol Number.
2. Data Content. Voucherless by-others travel transactions data.
 3. Sequence. Key Number (KEY NO).
 4. Distribution. Copies may be distributed as determined locally.

TITLE: VOUCHERLESS PROCESSING OPTION PROGRAM

FILE-ID: ABQV4XUNDC10

<u>DESCRIPTION</u>	<u>POSITIONS</u>	<u>SPECIAL INSTRUCTIONS</u>
Option	1	"P" Pseudo Processing "M" Micro Processing.
AFO-ID	2	Must be numeric 0-9.
Cycle-ID	3-42	See note.
Restart Option	43	Blank or "R" for restart processing.
	44-80	Blank.

NOTE: One to 10 cycles may be requested. Skip a space between each cycle-ID. Leave unused positions blank.

Figure 31-13. Control Record Format--Voucherless Processing Option Program.

CYCLE-ID: A1 CYCLE LINE NO: 00005 MICRO NO: 0001 DOV NO: T0013230 DSSN:

SSN: 888368119 TRVL ORDR NO: T44444 TYPE TRANS: 12 KEY NO: 000472

REJECT/MANAGEMENT STATEMENTS: 0998 MGT: TRANSACTION NOT PROCESSED
REJ: 3064 NO SETTLEMENT DETAIL ON FILE

CYCLE-ID: A1 CYCLE LINE NO: 00006 MICRO NO: 0001 DOV NO: T0004472 DSSN:

SSN: 888044095 TRVL ORDR NO: TA4343 TYPE TRANS: 12 KEY NO: 000473

REJECT/MANAGEMENT STATEMENTS: 0998 MGT: TRANSACTION NOT PROCESSED
REJ: 3063 NO ORDER RECORD ON FILE - PROVIDE ORDER INFORMATION
AND REPROCESS.

Figure 31-14. Reject List.

REJECT LIST

1. Content of List. The list contains selected information/data elements identifying a rejected by-others transaction.

a. Heading. The header line contains the date prepared, report title, as-of-date, and product control number. The second heading line has the AFO code.

b. Item Descriptions.

(1) Cycle-ID. By-Others Cycle Identification Number.

(2) Cycle Line No. Cycle Line Number assigned by DFAS-DE.

(3) Micro No. Relative line number of transaction in the transaction file. Identifies the position of the transaction within a particular cycle.

(4) DOV No. Disbursing Office Voucher Number.

(5) DSSN. Disbursing Station Symbol Number.

(6) SSN. Social Security Number.

(7) Trvl Ord'r No. Travel Order Number.

(8) Type Trans. Type Transaction.

(9) Key No. A program assigned number used to identify the position of the rejected transaction in the transaction file.

(10) Reject/Management Statements. Online reject notices.

2. Data Content. Voucherless travel transaction reject data.

3. Sequence. Chronological.

4. Distribution. The Reports and Analysis Division retains the original list until reject is corrected and reprocessed. A copy is forwarded to the travel technician for researching and correcting the reject.

5. Audit Requirements. Ensure reject is corrected.

AFO-ID	0	CYCLE-ID	ZB1			
KEY	NO	FC	YR	RCCC	DOV NO	AMOUNT
002691		68	3	123456	T0000024	\$500.00
002692		68	3	123456	T0000024	\$500.00
002693		68	3	123456	T0000023	\$500.00
002694		68	3	123456	T0000023	\$500.00
				THE GRAND TOTAL FOR RCCC 123456 IS: \$2000.00		
002684		68	2	123456	T0000027	\$500.00
002685		68	2	123456	T0000027	\$500.00
002686		68	2	123456	T0000026	\$500.00
002687		68	2	123456	T0000026	\$500.00
002688		68	2	123456	T0000025	\$500.00
002690		68	2	123456	T0000025	\$500.00
				THE GRAND TOTAL FOR RCCC 123456 IS: \$3,000.00		

Figure 31-15. Voucherless Travel RCCC List.